

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

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|---|--------------------------|-------------------------|
| Policy No.: 06-01                           | Effective Date: 11/01/04 | Revision Date: 11/15/04 |
| Subject: Program and Facility Youth Records |                          |                         |

**I. Policy**

Programs and facilities in the Division shall create and maintain a case file for each juvenile under the supervision of the Division. Files shall be established and maintained in each program or facility to meet the needs of the juveniles and the program.

**II. Rationale**

The maintenance of complete and accurate records is essential to provide quality services. Historical information regarding juveniles in the Division's care is critical to continued care, future program involvement, and information sharing with allied agencies.

**III. Definitions**

- A. "Youth records" are facility or program records on individual juveniles that organize and maintain information regarding demographics, assessments, progress notes and critical information.
- B. "Permanent files" are comprehensive records that are maintained by case management and the Division, with collective historical information from the time the juvenile was committed until termination.

**IV. Procedures**

- A. All Division programs and facilities shall create and maintain a record for each juvenile in the program. Juvenile records shall include the following minimum information:
  - 1. name, age, DOB, sex, race, nationality, address, parent or guardian information and phone number;
  - 2. initial intake information;
  - 3. court orders;
  - 4. property inventory;
  - 5. assessments;
  - 6. testing;
  - 7. medical information;
  - 8. progress notes;
  - 9. critical information;
  - 10. disciplinary records;
  - 11. signed release of information forms;

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12. driver's license number, social security number, and Medicaid number, when applicable.
- B. Any significant facility record or information shall be submitted to the case manager, to be filed in the permanent file.
- C. Records shall be kept in accordance with GRAMA and retention schedules.
- D. Records will be kept in locked drawers of file cabinets, when not in use, and be protected against unauthorized use.
- E. Information regarding each juvenile, is classified and released in accordance with GRAMA (Government Records Access and Management ACT) guidelines.

**V. Continuous Renewal**

This policy shall be reviewed three (3) years from its effective date to determine its effectiveness and appropriateness. This policy may be reviewed before that time, to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

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Eldon Money, Chairman  
Board of Juvenile Justice Services

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Date

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Blake D. Chard, Director  
Division of Juvenile Justice Services

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Effective/Revision Date